

**YAVAPAI COUNTY**  
**Self-Service Center**

**INSTRUCTIONS: COMPLETING THE HEARING DOCUMENTS ON  
PETITION FOR APPOINTMENT OF GUARDIAN  
OF A MINOR**

**THE COURT MUST HOLD A HEARING BEFORE A GUARDIAN MAY BE APPOINTED.**

**YOU ARE REQUIRED TO:**

- 1. ASK FOR THE HEARING AND GET A HEARING DATE**
- 2. NOTIFY ALL THE INTERESTED PARTIES OF THE HEARING DATE, TIME AND PLACE**
- 3. PROVE TO THE COURT THAT YOU DID NOTIFY ALL THOSE PERSONS.**

**TYPE OR PRINT USING BLACK INK ONLY.**

**1. FORM TO GET A HEARING DATE:**

**REQUEST FOR HEARING**

- ✓ Complete the upper part of the form just as you did the Petition and Disclosure Affidavit.
- ✓ Mark the box if you do not know the whereabouts of one or more of the interested parties.
- ✓ Sign and date.
- ✓ List the persons who are entitled to receive notice of this matter. Pursuant to A.R.S. § 14-5207(A), these include the minor if at least fourteen years of age; the person who has had the principal care and custody of the minor during the sixty days preceding the date of the petition; any living parent of the minor.
- ✓ Consult the What to Do instructions at the end of this packet for information about service of the documents.

**2. FORM TO NOTIFY THE INTERESTED PARTIES ABOUT THE HEARING DATE:**

**NOTICE OF HEARING REGARDING GUARDIANSHIP OF A MINOR**

- ✓ Complete the upper part of the form.
- ✓ Fill in the date, time and place of the hearing and name of the judicial officer (judge) from the information you will receive from the Clerk.

- ✓ Sign and date.
- ✓ Fill in the names and addresses of the interested parties to whom you will mail a copy of the Notice and the date on which you mailed them. The last line is for your signature after you actually mail the copies and before you file the Notice.

**NEXT:** PLEASE READ THE INFORMATION FOR PARENTS AND THE CONSENT TO GUARDIANSHIP FORM AND THE INFORMATION FOR INTERESTED PARTIES AND FORM FOR WAIVER OF NOTICE. ***YOU DO NOT COMPLETE THESE FORMS.***

**YOU WILL BE GIVING EACH PARENT OR OTHER INTERESTED PARTY THE INFORMATION SHEET AND THE FORM WHEN YOU SERVE THE OTHER COMPLETED DOCUMENTS. *IT IS IMPORTANT FOR YOU TO KNOW WHAT THE INFORMATION SHEETS AND FORMS ARE.***

**GO ON TO: INFORMATION ON LEGAL NOTICE (SERVICE)**